



County Resource Guide

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VOLUNTEER RECOGNITION: EASY PLANNING GUIDE

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Aug.-Sept.



Sept.



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Volunteer Recognition Process

At-A-Glance

This page provides you with a quick list of everything you can do to make your volunteer recognition process run smoothly!

- I. Choose Your Team, pg. 6**
 - Select County Coordinator and Recognition Team Members
 - Formulate a plan, check for existing recognition programs
- II. Decide What/How to Celebrate, pg. 13**
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- VI. Participate in Governor's Volunteer Stars Awards, pg. 34**
 - Send in your adult and youth award winners by Volunteer Tennessee deadline!
 - Come to Nashville and participate in the Governor's recognition event (GVSA)
- VII. Keep Up the Good Work!, pg. 37**
 - Provide feedback on the local and statewide recognition programs
 - Utilize your team, organization, and voice to foster volunteerism in your community
 - Prepare for next year's event

See the page numbers provided for more information on each section.



Overview

Goals

- To display the ways volunteers help strengthen communities
- To increase the rate of volunteerism to meet compelling needs
- To promote the message that volunteering is rewarding and part of what it means to be a Tennessean

Who: County mayors appoint county coordinators who facilitate a local volunteer recognition process to select one outstanding adult and one youth volunteer per county annually for statewide recognition

When: August-Dec. Local organizing
Dec. 2, 2014 County adult & youth stars' names sent to Volunteer Tennessee
Spring 2015 Governor's Volunteer Stars Awards

Where: Local volunteer recognition in each county.
State recognition ceremony in Nashville.

How: Determined locally—
See this county resource guide for ideas!

Governor's Volunteer Stars
Volunteer Tennessee
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 18th Floor
Nashville, TN 37243-1102
615-253-8585



STEP I:

CHOOSE YOUR TEAM

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

Margaret Mead

STEP I: CHOOSE YOUR TEAM

Select a County Coordinator

Generally, the County Coordinator is appointed by the county mayor.* He/she serves as the sparkplug for each local volunteer recognition. This dedicated individual acts as the liaison between any county representatives and Volunteer Tennessee. County Coordinators will also be invited to attend the Governor's Volunteer Stars Recognition event in March along with the county's award winners.

In addition, the County Coordinator's responsibilities include, but are not limited to, the following:

- Organizing the volunteer recognition team
- Recruiting local sites including volunteer centers to distribute nomination forms
- Promoting the local and statewide recognition to the local media
- Organizing the judges panel or selection process
- Speaking to the community
- Developing community partnerships
- Keeping up with the timeline as outlined in the County Resource Guide
- **Ensuring the names of the official award winners are sent to Volunteer Tennessee by December 2, 2014.**



Although the County Coordinator manages the above tasks, supporting team members will provide much of the assistance needed to accomplish each goal.

*While, ideally, County Coordinators are to be appointed before selecting Recognition team members, some circumstances may require counties to select their coordinators after forming teams. An informal vote after teams are formed to select the Coordinator may be more feasible in such a situation.

vol•un•teer

a person who voluntarily undertakes or expresses a willingness to undertake a service: as
a : one who enters into military service voluntarily **b** : one who renders a service or takes part in a transaction while having no legal concern or interest

Develop a reliable team

Organizing a dedicated team is critical to the success of your volunteer recognition program. Remember that each team should be representative of your county, incorporating all types of diversity. All counties are encouraged to include at least one youth member to provide an appropriate focus for reaching potential youth volunteer award winners.

It is also important to consider others' capabilities when forming a team. Ideally, teams would include members with the following skills/knowledge:

- Communication/writing/creative ability
- Public speaking ability
- Knowledge of the non-profit community
- Access to potential partners/sponsors
- Logistical/organizational skills
- Media/business connections

See **County Coordinator/Team Member Selection (p. 8)** for a list of groups and organizations that may provide team members.

Volunteering Rates: State Rankings

This table displays a state by state comparison of volunteering rates for 2008 to 2010 conducted by the Corporation for National and Community Service. States are listed in order of the highest volunteering rate to the lowest volunteering rate. Tennessee ranked 32 in this analysis.

Rank	State	Rate	Rank	State	Rate	Rank	State	Rate
1	Utah	44.5 %	18	Wyoming	31.2 %	35	West Virginia	25.4 %
2	Iowa	37.9 %	19	Maryland	29.3 %	36	California	24.8 %
3	Minnesota	37.5 %	20	Oklahoma	29.2 %	37	Arizona	24.6 %
4	Nebraska	37.4 %	21	Ohio	29.1 %	38	Rhode Island	24.4 %
5	South Dakota	37.2 %	22	Missouri	29.0 %	39	Delaware	24.3 %
6	Vermont	36.2 %	23	District of Columbia	28.9 %	40	Kentucky	24.2 %
7	Kansas	35.8 %	24	Virginia	28.6 %	41	Georgia	23.9 %
8	Wisconsin	34.9 %	25	Indiana	28.4 %	42	Hawaii	23.8 %
9	Alaska	34.2 %	26	Michigan	28.3 %	42	Texas	23.8 %
10	Idaho	34.1 %	27	New Hampshire	28.0 %	44	North Carolina	23.7 %
11	Washington	33.7 %	28	Pennsylvania	27.4 %	45	Mississippi	23.6 %
12	Montana	33.3 %	29	Illinois	26.9 %	46	New Jersey	22.0 %
13	Colorado	33.0 %	30	Massachusetts	26.4 %	47	Louisiana	21.9 %
14	North Dakota	32.9 %	31	New Mexico	26.2 %	48	Arkansas	21.4 %
14	Oregon	32.9 %	32	Tennessee	25.9 %	49	Florida	21.3 %
16	Maine	32.8 %	33	Alabama	25.6 %	50	Nevada	20.9 %
17	Connecticut	32.2 %	34	South Carolina	25.5 %	51	New York	20.0 %

County Coordinator/Team Member Selection:

You know the great leaders in your community, but this list may prove helpful as you start brainstorming team members:

- United Way members/volunteers
- Volunteer Centers
- Chamber of Commerce members
- Business executives who promote employee volunteerism
- Church and faith-based organization leaders
- Civic clubs
- County Extension Agent
- AmeriCorps, Senior Corps
- School board officials/administrative staff
- College faculty/staff/students
- Local foundation leaders
- Community center leaders
- Public officials
- Health/medical facility leaders (hospitals, mental health, etc.)
- Senior centers
- Habitat for Humanity
- Garden Clubs
- Governor's *Books from Birth* program
- Emergency/Disaster response leaders
- Disability programs
- Youth Groups
 - 4-H
 - Boy/Girl Scouts
 - Church youth groups
 - High school clubs
 - Big Brothers/Big Sisters
 - Afterschool service-learning
 - School-based service-learning
- OTHER CIVIC-MINDED CITIZENS!

**Inviting your team members:**

After devising your list of possible team members, choose to invite them by e-mail, letter, or phone. Utilize the general letter in Appendix D as your starting point, along with fact sheets provided in Appendix A. Then make it personal, including personal volunteerism goals for the county in which you live.

Choose your organizational plan

Before developing your volunteer recognition program or selecting team members to assist in the efforts, it is important to consider the scope and process by which you will host your program.

Consider the overall makeup of your community and plan for organization in one of the following ways:

Existing volunteer recognition program:

Some Tennessee counties have already developed volunteer recognition programs/awards within their communities. To avoid duplicating others' efforts, conduct research to determine whether such a program already exists within your county. If so, please see: **Working with existing volunteer recognition programs (p. 10).**

"A county's resources, population, and overall makeup must be considered before starting to plan a volunteer recognition program."

Large volunteer recognition campaign:

Your county's volunteer recognition program has the potential to impact many lives through the promotion of volunteerism. A campaign on a larger scale will require more team members and more partners/contacts, but will have a greater influence on your community. Such an event may include hosting various volunteer activities and recognizing different organizations during a week. The week could

conclude with a final awards ceremony to recognize your local Stars. This will require involving the entire community, including local businesses and organizations as planners and sponsors. In considering your team's organizational structure for a large program/event, think about selecting members with a variety of experience and contacts within your area.

Small volunteer recognition campaign:

Some counties may choose to commemorate volunteer recognition on a smaller scale. Once again, a county's resources, population, and overall makeup must be considered before starting to plan a program. Such an event may include hosting a luncheon or reception at a popular, locally-owned restaurant within the community. As volunteerism is celebrated, awards can be presented to the county's volunteer recognition award winners. In organizing for this type of event, quality is key. Select team members who know how volunteers serve in your community.

In 2010, 62.8 million Americans contributed 8.1 billion hours of volunteer service, totaling nearly \$173 billion in service to America.

Media only campaign:

While the primary goal of any local recognition program is to heavily promote volunteerism within local Tennessee communities, this does not have to be accomplished by hosting an event. Some County Coordinators may choose to develop a team to help distribute nomination forms, obtain media attention, and judge nomination applications. Other Coordinators may choose not to develop a team, but to conduct the program individually using the media tools in Appendix E. IT'S YOUR CALL!

Working with existing volunteer recognition programs:

Many communities throughout the state of Tennessee have already developed local volunteer recognition programs to honor the efforts of those who give back. If you or any of your team members are aware of a local recognition with which you may partner, you're encouraged to use that avenue. There's definitely no need to reinvent the wheel, and joining the efforts of others will prove just as, if not more, successful than attempting to host two very similar events. An existing volunteer recognition program can simply send that county's youth and adult volunteer of the year to the Governor's Volunteer Stars Awards.

Examples of local volunteer recognition programs include the Mary Catherine Strobel Volunteer Awards, hosted in Nashville, the Greeneville/Greene County Volunteer Spirit Awards, Memphis' Spirit of Giving Awards, and Chattanooga's Tapestry of Volunteers Awards.



Equip your team

After selecting your team, it is important to schedule a meeting soon thereafter to introduce program goals and concepts. Remember, the goals of your local volunteer recognition program are as follows:

- To display the ways volunteers help strengthen communities
- To increase the rate of volunteerism to meet compelling needs
- To promote the message that volunteering is rewarding and part of what it means to be a Tennessean

Provide team members with much of the same information included within the County Resource Guide, including fact sheets in Appendix A. Then establish goals to be achieved within your local community. Does your county need more volunteers for mobile meals? Youth mentors? Park clean-ups? Early childhood education volunteers? How can your recognition program help you achieve your goals?



In the first meeting it is also important to gain an idea of the areas that will be covered by team members. Depending on the size of your team, it may even be necessary to establish subcommittees to accomplish each goal. Consider the following areas to be covered:

- Selection of volunteer honorees
- Public Relations and Publicity
- Event Planning
- Funding/Partners

Finally, work with your team to develop a feasible schedule for the rest of your meetings. While it may not be necessary to determine exactly what kind of volunteer recognition you will host at the beginning of your planning, develop a general idea so you may plan accordingly. For a larger recognition event, meetings may need to be held more frequently. For a less time-consuming program, schedule fewer meetings.

Remember, **PLAN EARLY**. This will assure that you meet all of your goals.



STEP II:

DECIDE WHAT TO

CELEBRATE

“We are prone to judge success by the index of our salaries or the size of our automobiles, rather than by the quality of our service relationship to humanity.”

Dr. Martin Luther King, Jr.

STEP II: DECIDE WHAT TO CELEBRATE

Confirm your criteria

What makes an outstanding volunteer? Listed below are the four Governor's award criteria to be used for judging volunteer award nominees.

- **Need:** Service addressed a specific, compelling need in the community.
- **Action:** The nominee was actively involved and took initiative.
- **Innovation:** The nominee used creative methods to solve community problems.
- **Impact:** The activity or service produced positive changes and provided an example to others.

A sample nomination form is provided in Appendix D and at www.volunteertennessee.net. Each county can make adaptations based on its own goals, but please include the above criteria at a minimum.



Corporation for National and Community Service Quick Facts

The Corporation for National and Community Service was formed to engage Americans of all ages and backgrounds in service to meet community needs. Each year, more than 1.5 million individuals of all ages and backgrounds help meet local needs through a wide array of service opportunities. Its three programs include the following:

- **Senior Corps** offers a network of programs that tap the rich experience, skills and talents of older citizens to meet community challenges.
- **AmeriCorps**, through its programs, provides opportunities for Americans to make an ongoing, intensive commitment to service.
- **Learn and Serve America** provides grants to schools, higher education institutions and community-based organizations that engage students, their teachers and others in service to meet community needs.

For a list of National Service Programs in Tennessee, see Appendix B.

Decide how you will celebrate

Celebrating your volunteers is a great way to promote volunteerism within your community. Undoubtedly, one of your biggest tasks will be determining how to achieve this. Most of the work your team performs will lead up to this event/effort. See also Choose Your Organization/Plan (p.9)



The goal is to celebrate in a way that works for your county. If your county is famous for something, consider incorporating it into your recognition program. Counties are strongly encouraged to schedule their events to take place no later than November.

Volunteer Recognition Event Ideas:

- Host a Volunteer Recognition banquet at a local restaurant/ballroom.
- Plan a themed party/luncheon/reception.
- Plan a community-wide volunteer activity.
- Collaborate with an existing community event host to recognize volunteers.
- Organize a parade of volunteers. Invite local nonprofits and community volunteers to march.
- Designate "Volunteer Day" at a local sporting event.
- Perform a skit on volunteerism for a local civic club.
- Create a Volunteer Recognition park or exhibit at a park/zoo. Plant trees annually for each Volunteer Recognition award recipient.
- Establish a "Volunteer Wall of Fame" in the local library, Chamber of Commerce, or courthouse. Invite local media, nonprofits and volunteer award nominees.
- Host a concert featuring local artists (bluegrass band, rock band, local choir, etc.).
- Start a Volunteer Awards sidewalk.
- DESIGN YOUR OWN!



STEP III: CALL FOR NOMINATIONS

"I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who have sought and found how to serve."

Albert Schweitzer

STEP III: CALL FOR NOMINATIONS

Craft your call

A model volunteer recognition nomination form* is provided in Appendix D as a reference tool. To make any modifications, access the form at www.volunteertennessee.net in Microsoft Word format.

*Some counties may choose not to supply an actual nomination form, but may develop a call for nominations instead. This may include award information, eligibility requirements, deadlines, and information regarding the particular form of celebration your county will host.

What is AmeriCorps?



AmeriCorps*State and National:

AmeriCorps*State and National offers grants that support a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs. AmeriCorps*State and National also administers grants for Indian tribes and U.S. territories that are eligible for funding, which is set aside to address critical needs within their communities.



AmeriCorps*VISTA:

AmeriCorps*VISTA provides full-time members to community organizations and public agencies to create and expand programs that build capacity and ultimately bring low-income individuals and communities out of poverty.



AmeriCorps*NCCC:

The AmeriCorps*National Civilian Community Corps is a full-time residential program for men and women aged 18-24 that strengthens communities while developing leaders through direct, team-based national and community service.

Distribute your form

Distributing your form to various locations is the first step to ensure you will receive many nominations. The following list provides ideas of some key places to distribute nomination forms within your county. Don't forget to post on websites!

- Volunteer Centers
- Local United Way
- Schools/Institutions of higher education
- Local businesses
- Community centers
- Chamber of Commerce
- Educational foundations
- Advocacy organizations
- Faith-based organizations/groups
- Libraries
- Community bulletin boards
- Local non-profit organizations
- National service organizations (AmeriCorps, Senior Corps, Learn & Serve)

TIP: Two weeks or so before your deadline to receive nominations, it pays to check to make sure people remember to submit on time!

What is a Volunteer Center?

Volunteer Centers are conveners for the community, catalysts for social action and key local resources for volunteer involvement. They bring people and community needs together through a range of programs and services based upon community needs, demographic area, population size, and other factors.

Tennessee's Volunteer Centers include*:

- **Hands on Nashville**, Nashville, TN
- **United Way of Greater Chattanooga**, Chattanooga, TN
- **United Way of Greater Knoxville**, Knoxville, TN
- **United Way of Williamson County**, Franklin, TN
- **Volunteer Center of Greeneville/Greene County**, Greeneville, TN
- **Volunteer Mid-South**, Memphis, TN

The Points of Light Institute works in partnership with Hands On Network to help mobilize people and resources to find creative solutions to community problems.

Hands On Network boasts membership of over 250 Action Centers. Despite variations in size, structure, and programs, Action Centers recognize capacity as a system. Acting collectively as a unified network is the single most powerful strategy for boosting their efficacy.

*Volunteer Center contact info provided in Appendix C.

Develop media relationships

Developing strong media relationships within your community is a prime way to ensure that the goals of your volunteer recognition program are met. Partnering with media groups will not only guarantee that your program/event will receive appropriate publicity, but it also has the potential to cut down on much of the advertising expense.

Although approaching the media may seem to be a daunting task, use the following methods to ensure you develop positive media relationships:

- **Know your campaign:** When you are more familiar with your program/event, you will appear more confident and knowledgeable. This will make people more likely to cover your story.
- **Manage your time wisely:** Usually those in the media are pressed for time. When presenting your idea/story, try to provide succinct information.
- **Come prepared:** The media is the best outlet to present your message to a mass audience; therefore, it is important to have access to all documents and information when speaking with them.
- **Don't give up:** Persistence is necessary when disseminating information through the media. Make phone calls, then send follow-up letters, and make actual visits to media offices. Utilize every possible vehicle to present your message.
- **Use a media kit:** The purpose of a media kit is to provide appropriate background and contact information to those covering an event/story (generally reporters). It is extremely important to have these on hand for press conferences and media interviews. Usually placed in a folder, your media kit should include the following documents:



- **General news release***
- **Ad slicks** (final, camera-ready advertisement)
- **Facts sheets/statistics on volunteering**

*Samples of each of the documents listed are provided in Appendix E and can be accessed on www.volunteertennessee.net to make appropriate adaptations.

Develop media relationships (cont.)

Other important documents:

Other items that may not be used in your media kit, but are extremely important to have on-hand when working with the press:



- **Media list** – includes a list of current local media, such as newspaper feature editors, local section editors, community affairs departments of radio and TV stations, talk show producers, and magazine editors (in urban areas). Call and ask who at the media outlet covers volunteer activities, general human-interest stories, or community service issues.



- **Pitch letter*** – sent out in advance to those on the media list. Letter should ask for an appointment with the editorial board and subsequent coverage throughout the campaign to include proclamations, features on local volunteers, volunteer organizations and businesses that promote volunteering. Be sure to follow up with phone calls asking to be placed on the editorial board calendar.



- **Photos** – Photos can often make the difference between getting media coverage or not. Contact photo departments of television stations and newspapers prior to your event to invite coverage.

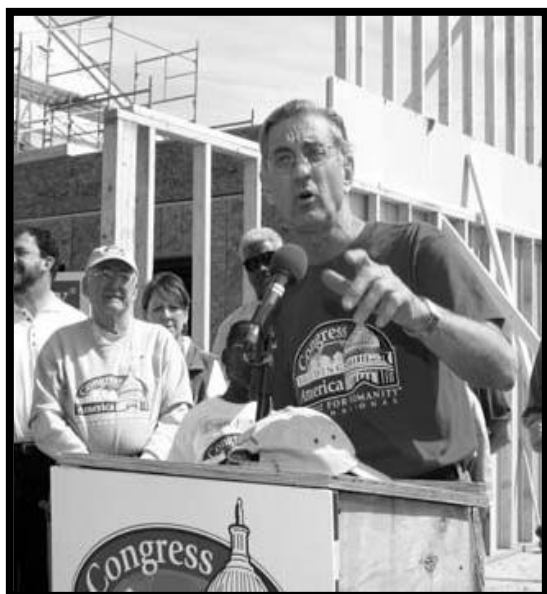
*Samples of each of the documents listed are provided in Appendix E or can be accessed on www.volunteertennessee.net to make appropriate adaptations.

For more information on how to approach the media or prepare your media kit, contact Del Ray Zimmerman at (615)-253-2990 or e-mail Delray.Zimmerman@tn.gov.

Speak to your community

You and your team members should seize every opportunity (and even create opportunities of your own) to speak to your community about your volunteer recognition campaign. Consider the following places to speak:

- Civic club meetings
- Town hall meetings
- School board meetings
- Church/faitth-based organizations
- Youth group meetings
- Press covered events
- College campuses
- Chamber of Commerce meetings



It is important to be prepared when speaking to your community. The following **key talking points** will help you do so:

- In 2010, 62.8 million American contributed 8.1 billion hours of volunteer service, totaling \$173 billion in service to America
 - The largest groups of people who volunteer are between the ages of 35 and 44
 - Between 2008-2010, Tennessee's volunteer rate was 25.9%, ranking it # 32 in the nation
 - The top reason people, especially youth, give for why they DON'T volunteer is that they've "never been asked."
- Volunteers report reaping the following benefits:
 - Increased self-confidence
 - Greater social awareness
 - Improved sense of independence
 - Expanded social circle
 - Better health
 - Lower stress
 - Undiscovered talents
 - Greater self-esteem
 - Enhanced feelings of empowerment
 - Joy of giving
 - and SO much more!

Speak to your community (cont.):



More key talking points:

- Volunteers make a difference by...
 - improving/changing communities
 - reducing the effects of poverty
 - providing education and public awareness
 - providing various services (i.e. medical care)
 - being a friend
 - bringing about social change
 - improving/saving the environment
 - supporting individuals and agencies
 - assisting with character development
 - providing emergency support
- 20 Ideas for Volunteering include*:
 1. Homeless shelters
 2. Food banks
 3. Parks and Outdoor Areas
 4. Child Advocacy
 5. Literacy and Learning
 6. Tutoring and Mentoring
 7. Environmental organizations
 8. Animal issues
 9. Special Olympics
 10. Build homes
 11. Hospitals
 12. Libraries
 13. Senior Citizens
 14. City programs
 15. Blood banks
 16. Disaster Relief Organizations
 17. Political Campaigns
 18. 800 Number volunteers
 19. Girls/Boys Clubs
 20. Museums

*list taken from www.justgive.org



STEP IV: MAKE YOUR SELECTIONS

"Somewhere on this planet, someone has a solution to each of the world's problems. It might be one of us. With your help, we can build a more hopeful world."

Marianne Larned

STEP IV: MAKE YOUR SELECTIONS

Pick your judges

It is extremely important to choose a diverse, socially conscious team of judges to select your volunteer award recipients. Determine the appropriate number of judges based on your community's size and the number of award applications you have received. When selecting judges, consider the list of suggestions provided for selecting your county resource team (p.8). In fact, some counties may choose to request that certain (if not all) county resource team members serve as judges.

Each county is also encouraged to choose at least one youth judge, as this will provide insight and perspective in choosing the youth award recipient.

Choose your review method

After selecting judges, teams must determine how they will review award applications. Consider your judges' schedules and other suggestions they provide.



Commonly used review methods include:

- **Consensus review:** Judges read each application and come to a general agreement (but not necessarily unanimity) on award recipients. The review may also include a time to resolve any objections, considering all comments fairly.
- **Panel review:** Judges score each nomination based on the established criteria (see Appendix D for score sheet). The adult and youth volunteer with the highest combined scores receive the award.
- **Peer review:** Two sets of judging panels are formed, one comprised of adults and one comprised of youth. Allow each panel to use score sheets or consensus review to determine award winners within the corresponding categories.

Review the Nomination Applications

When reviewing nomination applications, there are a few things that each reviewer should keep in mind:

- The youth category encompasses youth and young adults up to age 25.
- Don't measure impact solely on time spent volunteering. A retiree's schedule may allow him/her to commit more time to volunteering than a high school student or single mom.
- Although all national service participants (AmeriCorps, Senior Corps, Learn & Serve America) dedicate a tremendous amount of time to volunteering, recognize those whose service exceeds that of the average national service participant.
- Practice integrity. Remain completely unbiased and base every decision solely on the volunteer's service.

Learn & Serve America

Service-learning offers a unique opportunity for America's young people—from kindergarten to university students—to get involved with their communities in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.

Although still authorized in federal statute, Congress eliminated funding for Learn and Serve America in 2011.

Inform the winners

After selecting your volunteer recognition award recipients, your team may choose to inform them before hosting your event to ensure their presence. Other counties may choose to invite all nominees to the recognition event and wait to announce award recipients at that time. Either method is appropriate.

Your budget size and the type of event you're hosting should determine how you invite your guests/awardees. A formal invitation may be appropriate for a banquet or formal event, while a phone call may be acceptable for less formal recognition events. Release invitations, whether in print or by phone, at least two weeks before the actual event. To prepare more efficiently, it may be necessary to require RSVPs as well.





STEP V: HOST YOUR LOCAL RECOGNITION

"In every community there is work to be done. In every nation there are wounds to heal. In every heart there is the power to do it."

Marianne Williamson

STEP V: HOST YOUR LOCAL RECOGNITION

Decide on your awards

The awards that you choose for your volunteer honorees can be as traditional or unique as you choose. Keep in mind that this will serve as the memento that will forever remind your award recipients of their local “Star” status.

Although memorable, your awards need not be expensive. The following list provides cost-effective methods for selecting the type of award that you will give:

- Certificate
- Object designed by a local artist
- Pin
- Key to the city
- Plaque
- Plant
- Letter openers
- Key rings
- T-shirts
- Mugs
- Volunteer “Hall of Fame” in a public building
- “Floating” trophies/awards to be passed on each year to award recipients
- Engraved frame to place volunteers’ pictures from either the local/statewide event
- Framed “thank you” kids’ drawings from a local school
- Local volunteer yearbook to be displayed in a library, courthouse, or other public office
- Gift cards
- Scholarships
- Travel costs for the Governor’s Volunteer Stars Awards in Nashville
- Cash donations from sponsors to the agency or cause of the winning volunteers

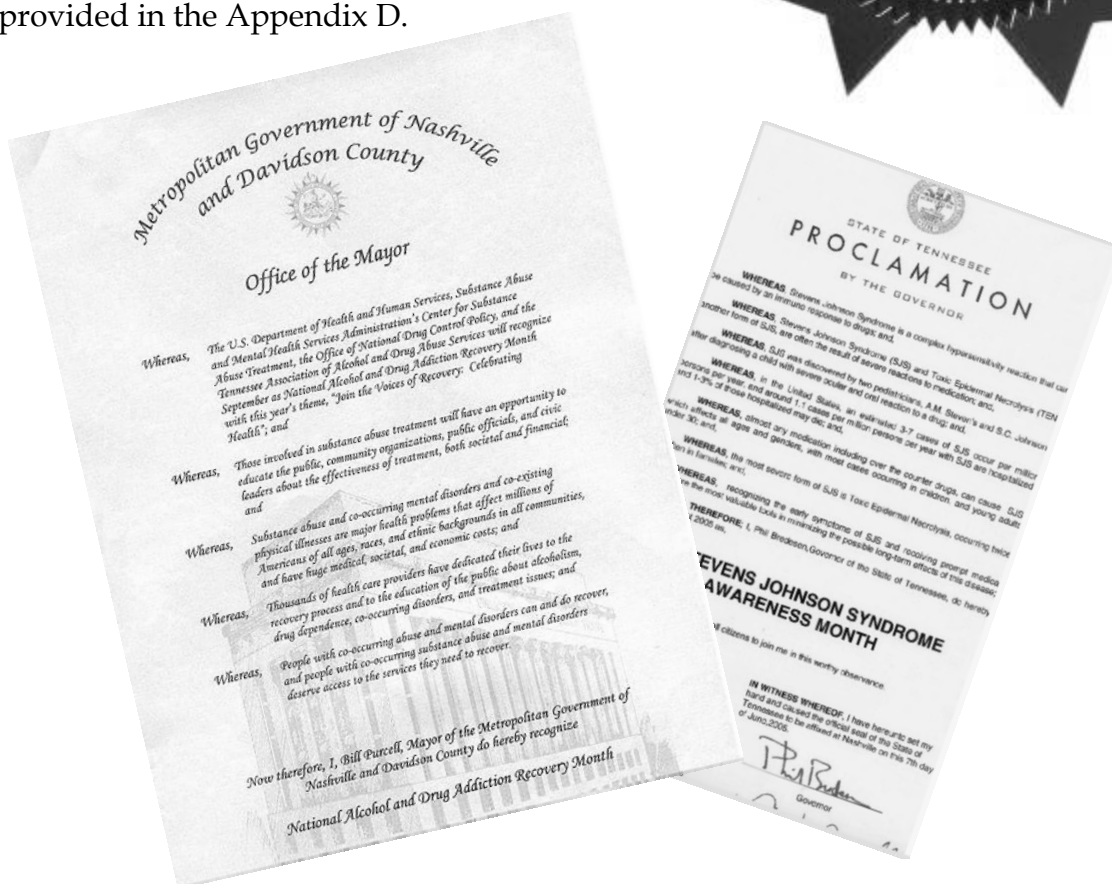
Tip: For traditional awards, consider searching for “trophy” in the phone book or in your favorite online search engine!



Meet with the Mayor to Prepare a Proclamation

Proclamations issued by a local public official generally provide an opportunity for the official to recognize exceptional events and people, often when he/she cannot acknowledge them in person. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of the community's citizens and non-profit organizations, honor occasions of importance and significance to Tennesseans, and increase public awareness of issues to improve the well being of the people of the city. Your volunteer recognition is the ideal time to request that the public official designate the day of your event as official "Volunteer Day" in your county.

Designate a team member to contact your local public official to request the proclamation. Send a proclamation request letter and a sample proclamation, and follow up with a phone call. Make sure all team members are present when he or she adopts the proclamation. Immediately following, send a thank-you letter and display the proclamation in a highly visible place (i.e. the local courthouse). A sample proclamation request letter and proclamation are provided in the Appendix D.



Develop community partnerships

Developing community partnerships is a prime way to ensure that your recognition event is appropriately publicized and cost-efficient. Depending on the size of your community, area businesses have the potential to provide everything you need to host your event. Team members should identify the businesses that may serve as partners and how they may help, then reach out to them. (See “Tips for Approaching Potential Partners” on p. 30).

Ask local businesses to help in the following ways:

- Provide monetary support
- In-kind donations* for the program/event
 - Food and beverages
 - Decorations/flower arrangements
 - Awards/Gift Certificates
 - Printing services
 - Audio/visual equipment
 - Seating (tables and chairs)
 - Space to host event
 - Office supplies for media distribution/nomination forms
 - Equipment delivery
 - Advertising space
 - Postage metering
- Sponsor a volunteer scholarship
- Place nomination forms or posters within their business/office space

Meeting with people face-to-face is the most effective method for gaining community partners. Consider hand-delivering fact sheets and nomination forms to potential partners so that employees can easily put a face with your volunteer recognition event.

After businesses ensure their support, remember to communicate any event changes that come up during the planning stages that may affect them. These may include an increase or decrease in attendance and/or addition of other partners. Also remember to acknowledge them at the event, on signage, and in advertisements and newspaper articles.

Following the event, send your partners a thank you card. Schedule a time to discuss the event with them in order to receive feedback. As soon as possible, lock them in for the event again next year.

*Remind potential donors that in-kind donations are tax-deductible (if your local recognition event is coordinated through a non-profit or local government agency).

Tips for approaching potential partners*:

- Make a case that investing in your event will bring the sponsor a return - through new business or publicity.
- Prepare an information packet, which might contain the following information: fact sheet with statistics about volunteerism, description of your mission, who your supporters are; event description that tells who the target audience is, how many people will participate, etc.
- Sponsorship levels - Set dollar levels to pay for specific items (food and beverage, t-shirts, etc.). For each level, provide specific benefits that the sponsor will receive (recognition in all advertisements, recognition on the day of the event, tickets to your event, etc.). Structure the benefits in such a way that the higher the sponsorship dollar amount, the greater the sponsor recognition.
- State your needs clearly (i.e., lunch for 200 including drinks and dessert @ \$10/person = \$2,000). Remember that sponsorship may be "in-kind" (i.e. goods or services) or cash.
- Explore a co-sponsorship arrangement if a potential sponsor can only provide partial sponsorship. Pair them with a non-competing company.
- Let potential sponsors know of any confirmed sponsors. Often there is a bandwagon effect.
- When you get to "closing the deal," be specific as to payment details or provision of in-kind goods and services. How will the sponsorship be completed? The sponsor may provide you with a check prior to the event, provide in-kind goods or services at the event, or pay a third-party vendor directly for goods or services provided (which may need to be the case if your organization is a government entity).

*List adapted from the Recreational Boating & Fishing Foundation,
<http://www.rbff.org/page.cfm?pageID=58>.

Alert the media

As mentioned, the media are some of your biggest allies, and it is important to keep them apprised of details regarding your county's recognition event. After choosing your award recipients, use your media list to inform them about the event through media alerts, fact sheets, press releases, pitch letters, etc. Samples of each are provided in Appendix E.



Leading up to the event, it is also beneficial to keep your volunteer recognition at the forefront of people's minds. This will serve as an excellent method to promote volunteerism as a whole. Some counties may choose to submit award nominee profiles to the media as potential feature stories. Another option includes submitting letters to the editor to reveal personal opinions about the importance of the event. Don't forget to send a notice about your event to community calendar editors at your local newspaper. Also, consider submitting editorials about volunteerism, localizing the importance of giving back to the community.

Here are **10 Tips for Approaching the Media***:

1. Know the difference between a news story, a column and an ad.
2. Don't call reporters on their deadlines. After 3 p.m. is the worst time for most reporters who work on morning papers or for evening news broadcasts.
3. Start with a reporter and work your way up, unless you already have a good relationship with an editor.
4. Speak in sound bites, not speeches.
5. Use email and voicemail - don't insist on personal interactions at first.
6. Humor is your friend.
7. Be prepared to follow up conversations with more information: fact sheets, names and phone numbers, web sites and faxes.
8. If you are rejected because your pitch is not in the reporter's beat, ask if there is someone else at the media establishment who may be interested.
9. Make as many calls as you can yourself. PR professionals rarely have the same depth of knowledge or interest in the topic as an advocate.
10. Be upbeat and enthusiastic. If you're not interested, why should anyone else be interested?

*Tips provided by **Desirée Cooper**, columnist, [Detroit Free Press](#)

Host your recognition event(s)

Although the overall goal of the Governor's Volunteer Stars Awards is to increase the rate of volunteerism in Tennessee, much of your success will be measured by the results of your local recognition event. Here are a few tips that should ensure that your event will run smoothly:

- Prepare the location beforehand.
 - Arrange seating, equipment, and other logistics early.
- Contact all partners and vendors the day before the event to remind them of arrival times.
- Contact special guests the day before to make sure they are clear on arrival/departure times.
- Ensure team members will be present to meet special guests (the Mayor, presenters, partners, etc.).
- Have a contingency plan. Anticipate any potential problems and come up with a plan B for each.
- Keep a To-Do list, delegate tasks, and designate a key person to update the master copy of the list.
- ENJOY YOUR EVENT! YOU'VE EARNED IT!



As you celebrate...

While hosting your celebration, always **keep your purpose in mind**. It's easy to get caught up in the hustle-and-bustle of the event, but remember that **you're honoring volunteers**. Exemplary volunteers generally don't receive accolades for what they do. This is your day to say "Thanks" in every way possible. Make this day special for your volunteer honorees. Ensure that they leave the recognition event with an understanding of how truly special they are to your community.



STEP VI: PARTICIPATE IN THE GOVERNOR'S STATEWIDE RECOGNITION EVENT

"The best way to predict the future is to invent it."

Immanuel Kant

STEP VI: PARTICIPATE IN THE GOVERNOR'S STATEWIDE RECOGNITION EVENT

Send in the names of your volunteer award winners

Following your local recognition event, or after selecting your Governor's Volunteer Stars Award recipients, send in the names of both the youth and adult award recipients who will receive a statewide Governor's award using the award recipient form provided in Appendix G. The name and address of **each** nominee should be submitted on a separate form.

Complete the award recipient forms from Appendix G, also available on the Volunteer Tennessee website, and e-mail them to Volunteer.Tennessee@tn.gov. Please send both forms at the same time to ensure that they are received. It is imperative that names are submitted in a timely manner so that appropriate decisions and accommodations can be made to prepare for the recognition event in. In addition to the form, provide any press releases, newspaper articles, or other printed information distributed locally that may be beneficial for the statewide event.

Forms may also be sent by snail mail to the following address:

Volunteer Tennessee
William R. Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue, 18th Floor
Nashville, TN 37243-1102
Phone: 615-253-8585
Fax: 615-532-6950

The **DEADLINE** to submit forms is **TUESDAY, December 2, 2014**.

Participate in the Governor's statewide volunteer recognition event

Date: To Be Announced, Spring 2014.

Developing and carrying out your county's local volunteer recognition is undoubtedly a challenging task, and you deserve some form of appreciation. Each county coordinator is invited to accompany his/her Governor's Volunteer Stars Awards recipients to the statewide volunteer recognition event. Scheduled for Spring 2014, this event will recognize each local volunteer at the state level. A reception will precede the event. More information about the event's date and location will be announced soon.



TENNESSEE STATE CAPITOL



STEP VII: STRENGTHEN VOLUNTEERISM IN YOUR COMMUNITY

*"In American society today, we need to have volunteerism.
I truly believe that it is the glue that will hold us together and it will be the
energy that will take us into the 21st century."*

U.S. Senator Barbara Mikulski

VII. STRENGTHEN VOLUNTEERISM IN YOUR COMMUNITY

Provide Feedback about the Volunteer Recognition Program

Because a major focus of the Governor's Volunteer Stars Awards is to gradually strengthen volunteerism throughout the state of Tennessee, it is important that the Volunteer Stars program improve each year at both the state and local levels. An evaluation form will be distributed to each County Coordinator following the statewide recognition event. Please complete the form and return by the given deadline. If a subject is not included on the feedback form that you would like to address, feel free to add additional comments.

Raise your voice within your community

Your role as county coordinator should not stop after your recognition event is over. Now that you have become well-acquainted with volunteerism within your community, you may assist in this effort. Encourage others to join you as you volunteer throughout your county. Seize every opportunity to speak locally about the issue, and remember to keep your fact sheets and talking points handy.

Prepare for next year's event

It's never too early to begin preparing for the following year's volunteer recognition program/event. Consider what went well the previous year and what may need to be improved. Initially, try preparing in the following ways:

- Develop community partnerships
- Choose a reliable team
- Decide how you will celebrate
- Develop media relationships
- Design media material
- Reserve space for your event
- Request feedback from others

APPENDIX A:

Volunteer Tennessee



Volunteer Tennessee

Volunteer Tennessee, formerly the Tennessee Commission on National and Community Service, was created in 1994 to qualify Tennessee to receive federal grant funds under the 1993 National & Community Service Trust Act. The volunteer citizen board consists of 25 bipartisan, diverse members appointed by the Governor of Tennessee for three-year terms.

Vision: The State of Tennessee is the national leader in the promotion of volunteerism, community service initiatives and partnerships in which Tennesseans of all ages and backgrounds engage in services addressing the educational, public safety, environmental and other human needs of the state and nation.

Mission: The mission of Volunteer Tennessee is to encourage volunteerism and community service.

Programs: AmeriCorps and Learn & Serve America grants, trainings, and partnerships with the Department of Education, Lions-Quest International, Tennessee Lions Clubs, Volunteer Centers, and dozens of local non-profits and schools.

AmeriCorps. Oversee 16 citizen service corps. Members meet community-identified needs in education, environment, public safety and human needs and receive an education award of \$5,550 in return for 1700 hours of service. (\$9 million in education awards earned to date)

Learn & Serve America. Lead statewide service-learning training agency in partnership with Tennessee Department of Education, Lions-Quest, Tennessee Lions Clubs, YMCA YCAP, 4-H and BRIDGES/Peace Jam.

Guiding Principles, By-Laws and National Standards. Volunteer Tennessee developed guiding principles and by-laws in its first year to structure its work and updated the bylaws in 2005. In 1999, the Corporation for National and Community Service in partnership with state service commissions across the country developed a series of national standards for state service commissions. All state service commissions are expected to achieve the national standards and are reviewed by an outside review team. For financial accountability, the commission is part of the annual state audit of by the independent state Comptroller. In addition, in 2005, the commission welcomed a successful full-scope audit from the Corporation for National and Community Service Office of Inspector General.

For more information on Volunteer Tennessee, visit volunteertennessee.net



Volunteerism in Tennessee



How many people volunteer in Tennessee?

According to data generated from 2008, 2009, and 2010, Tennessee has an average of 1.3 million volunteers.



What is Tennessee's overall rate of volunteerism?

Tennessee's rate of volunteerism for 2010 was 25.9%. Although Tennessee ranked 32nd in the nation for volunteerism, the state ranked tenth in the country for the rate of volunteer retention over the same time period.



How does Tennessee's volunteering rate compare to other states?

The rate of volunteering for 2008 to 2010 (25.9%) was higher than the three-year rate for the South overall (24.0%) but slightly lower than the nation overall (26.3%).



Which age group volunteers most in Tennessee?

Approximately 35.0% of persons aged 35 to 44 years volunteered in Tennessee from 2008 to 2010. This was the highest rate of volunteering among all age groups in the state.



How much time do volunteers in Tennessee spend on volunteer activities?

In 2010, volunteers in Tennessee spent a median of 51.5 hours annually on volunteer activities. This was lower than the annual median hours for the South (59 hours) and the national median (58.6 hours). Volunteers altogether dedicated 115.9 million hours of service in 2010.



Where do people in Tennessee volunteer most?

The largest number of volunteers in Tennessee served primarily through religious organizations (44.6%). After religious organizations, volunteers in Tennessee donated most of their time to educational or youth service organizations (21.5%). This finding was consistent across the South.



What activities do Tennessee volunteers perform?

Volunteers in Tennessee collected or distributed food (23.3%); provided general labor (23.0%) such as coaching, referring, building homes; and did fundraising (22.1%) from 2008 to 2010. These volunteer activities were very popular in the South.



What is the dollar value of volunteers' time in Tennessee?

Tennesseans' volunteer time was valued at almost \$3.2 billion.

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APPENDIX B:

Tennessee National Service Programs

NATIONAL SERVICE PROGRAMS IN TENNESSEE

Use the following list of programs and contacts to help form your selection team and to solicit nominations.

AmeriCorps:

East Tennessee

AmeriCorps*Building Futures – AIM Center: Chattanooga

AIM Center AmeriCorps members will help address the stigma of mental illness while serving at the AIM Center. Members will holistically address the basic human needs for meaningful relationships, self-sufficiency and community reintegration for people in the greater Chattanooga area with a psychiatric diagnosis.

Contact: Ashley Evans Email: ashley@aimcenterinc.org
Phone: 423-624-4800 Website: www.aimcenterinc.org

AmeriCorps Community Cares – Tennessee’s Community Assistance Corporation (TCAC): Morristown/various sites across Tennessee

Members assist frail seniors and persons with disabilities by direct, in-home assistance so that the residents can remain living independently in their own homes for as long as possible.

Contact: Evonne Surber-Green Email: tcaccommcares@bellsouth.net
Phone: 423-586-7636 Website: <http://www.tcac1.org>

Appalachia CARES – Clinch-Powell RC& DC (CPRCDC): Greeneville area

The Appalachia CARES program is a school and community-based service-learning program which promotes COMMUNITY, ACTION, RESPONSIBILITY, EDUCATION, and SERVICE as program cornerstones. Appalachia CARES engages its members in direct service with youth and community volunteers in primarily rural areas in middle and east Tennessee counties in partnership with community-based organizations and local schools. The overall goal of the program is to impact participants through service-learning.

Contact: Trenna Brown Email: appalachiacares@aol.com
Phone: 423-620-3456 Website: <http://www.clinchpowell.net/appcares/index.php>

CAC AmeriCorps – Knox County/Knoxville Community Action Committee (KCAC)

CAC AmeriCorps is Tennessee’s only environmental corps. Members serve youth and adults by facilitating environmental education by using service-learning curricula.

Contact: John Harris Email: john.harris@knoxcac.org
Phone: 865-546-3500 Website: <http://www.knoxcac.org/ameriCorps/amerindex.html>

Housing Service Corps – Appalachia Habitat for Humanity: Robbins/Knoxville

Housing Service Corps members build safe and affordable new homes and repair older ones for low-income families in Blount, Knox, Morgan and Scott Counties.

Contact: Haley Terry Email: haley_terry@yahoo.com
Phone: 423-627-2507

Making Veterans Priority (MVP) – Tennessee’s Community Assistance Corporation (TCAC): Morristown/various sites across Tennessee

MVP AmeriCorps members will provide a wide array of services for veterans and their families that are homeless or on the verge of becoming homeless due to lack of income, physical and/or mental health issues, disabilities, trauma, substance abuse, and weak social networks. The goal is to allow them to improve their quality of life, while giving them the resources, respect and encouragement they deserve to live a more productive and fulfilling life.

Contact: Rachael Powers Email: tcacveterans@bellsouth.net
Phone: 423-586-7636 Website: www.tcac1.org

Partners Achieving School Success (PASS) – Tennessee Community Services Agency: Cookeville

PASS is a part-time, school-based, academic tutoring and mentoring program. Members assist K-8 children in building language arts and math skills while encouraging regular school attendance. Some members also serve in conjunction with local anti-drug coalitions to educate and encourage drug/alcohol/violence-free lives for students and the community.

Contact: Wanda Livers Email: wanda.livers@tncsa.com
Phone: 931-646-4044 Website: <http://www.tncsa.com/Programs/Cookeville-AmeriCorps.htm>

Teach/Here – Public Education Foundation: Hamilton County and Knox County

Teach/Here is an urban teacher residency program operating in the Hamilton County and Knox County public school districts in partnership with the University of Tennessee – Knoxville and the Public Education Foundation. The mission of Teach/Here is to improve learning and life outcomes of students by recruiting, preparing, and supporting exceptional teachers. Members participate in a classroom-based apprenticeship and complete rigorous university training.

Contact: Lindsey Frost Email: LFrost@TEACHhere.org
Phone: 423-463-0330 Website: www.teachhere.org

T.E.A.M. – Emerald Youth Foundation: Knoxville

T.E.A.M. AmeriCorps members serve inner city children and youth by leading diverse after-school activities: academic, enrichment, leadership, recreational activities, and mentoring alongside the staff of a faith-based organization to show young people that they can be leaders and change their circumstances.

Contact: Rachel Davis Email: rdavis@emeraldyouthfoundation.org
Phone: 865-637-3227 ext.112 Website: www.emeraldyouth.org

Middle Tennessee

Coalition for Healthy Aging – Vanderbilt University: Nashville

Members provide various health related services for senior citizens living in Middle Tennessee and improve the daily living environment for seniors by doing minor home repairs and home safety assessments.

Contact: Ladawna Parham Email: ladawna.r.parham@vanderbilt.edu
Phone: 615-324-8362 Website: www.vanderbilt.edu

Community Health Corps – United Neighborhood Health Services: Nashville

National-Direct AmeriCorps program - Contact Program for more information

Contact: Will Wyatt Email: wwyatt@unitedneighborhood.org
Phone: 615-620-8647 Website: www.unitedneighborhood.org

THRIVE – Martha O'Bryan Center: Nashville

AmeriCorps members serve at Martha O'Bryan Center in the youth development program, THRIVE. Members will help young people change their futures by mentoring youth in local schools assisting the youth to succeed in school. AmeriCorps members also participate in our after school tutorials, generate excitement about learning and community service and work to encourage parent participation.

Contact: Debbie Holley Email: AmeriCorps@marthaobryan.org
Phone: 615-254-1791 Website: www.marthaobryan.org/AmeriCorps

West Tennessee

Early Childhood Home Visitation – Porter Leath: Memphis

Members provide inner-city families with prenatal, preventive health and child development information, support resulting in decreased infant mortality and an increase in children entering school ready-to-learn and prepared for school success.

Contact: Gwendolyn Price Email: gprice@porterleath.org
Phone: 901-577-2500 ext.1159 Website: www.porterleath.org

Project TLC – Exchange Club Family Center: Memphis

Members in Memphis help break the cycle of child abuse, neglect and family violence through education, prevention, intervention, and other support services.

Contact: Tiffany Smith Email: tsmith@exchangeclub.net
Phone: 901-276-2200 Website: <http://www.exchangeclub.net>

One Child At A Time – Exchange Club Carl Perkins Center: Jackson

One Child At A Time AmeriCorps members help prevent child abuse and provide assistance to abused children and their families in West Tennessee. Members are mentors and role models to children, recruit new volunteers, and provide educational and emergency assistance.

Contact: Micah Tino Email: mtino@carlperkinscenter.org
Phone: 731-668-4000 Website: www.carlperkinscenter.org

Memphis Teacher Residency (MTR) – Memphis Teacher Residency: Memphis, TN
MTR recruits outstanding leaders as co-teachers for Memphis' most academically-challenged public schools. Our mission is to positively impact student achievement in Memphis urban schools by recruiting, training and supporting outstanding teachers. All members are placed in Memphis' Title I schools that have an enrollment that is more than 50% Free or Reduced Price Lunch assisted.

Contact: David Montague Email: david@memphistr.org
Phone: 901-937-4680 Website: www.MemphisTR.org

AmeriCorps*VISTA Program Directors

East Tennessee

CASA of the TN Heartland
Cyndy Bailes
161 D Robertsville Rd./P.O. Box 4426
Oak Ridge, TN 37831
Off: (865) 425-0888 Cell: (865) 607-1049
Fax: (865) 482-9977
cyndy@casatnh.org

Church Koinonia Fed. Credit Union
Ann J. Williams
2319 East Third Street
Chattanooga, TN 37404
Off: (423) 629-5400 Fax: (423) 629-5404
koinoni1@bellsouth.net

Disability Resource Center
Lillian Burch
900 E. Hill Ave., Ste. 120/Knoxville, TN
37915
Off: (865) 637-3666 ext. 24
Fax: (865) 637-5616
lburch@drctn.org

Tenn. Community Assistance Corp.
Evonne Surber TCAC-Community
740 East Main Street/P.O. Box 485
Morristown, TN 37815
Off: (423) 586-7636 ext. 16/17 Fax: (423)
587-0783
tcaccommcares@bellsouth.net
tcacric@bellsouth.net
tcacpa@bellsouth.net

Second Harvest Food Bank
Kathryn Smith
127 Dillon Ct
Gray, TN 37615-3555
Off: (423) 477-4053 ext. 203
Fax: (423) 477-3467
kathrynpsmith@mail.com

Middle Tennessee

Metropolitan Social Services
Clifton Harris
Howard Office Bldg.
25 Middleton Street
Nashville, TN 37210
Off: (615) 862-6411 Fax: (615) 862-6973
clifton.harris@nashville.gov

TCAC
Jawanna Chapman, Ex. Dir.
Nashville, TN
Cell: (615) 312-0906 tcac1@bellsouth.net

United Ways of Tennessee
Mary Graham, Executive Director
250 Venture Circle
Nashville, TN 37228
615-780-2434
615-780-2426 fax
mary.graham@uwtn.org

Tennessee Campus Compact
Mani Hull, VISTA Supervisor
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mani.hull@vanderbilt.edu

Catholic Charities of TN
Dr. Terrence B. Horgan
30 White Bridge Rd.
Nashville, TN 37205
Off: (615) 352-3087 Fax: (615) 352-8591
Terry_Horgan@Yahoo.com

AmeriCorps*VISTA Program Directors

Middle Tennessee (cont.)

TN Commission on Aging & Disability
Lucy Utt/Mary Beth Best (741-3745)
8th Floor, Andrew Jackson Building
500 Deaderick Street
Nashville, TN 37243-0860
Off: (615) 741-3745 Fax: (615) 741-3309
Cell: (931) 338-3362
lucy.utt@state.tn.us
mary.beth.best@state.tn.us

TN Commission on Children & Youth
Ron King
710 James Robertson Pkwy, 9th Floor
Nashville, TN 37243-0800
Off: (615) 532-1581 Fax: (615) 741-5956
ron.king@state.tn.us

TDMHDD, Recovery Division
Scott Wyatt
Cordell Hull Building, 3rd Floor
425 Fifth Avenue North
Nashville, TN 37243
Off: (615) 532-9439 Fax: (615) 253-6822
scott.wyatt@state.tn.us

Tennessee Literacy Coalition
Suzy Newton
One Vantage Way, Suite D-105
Nashville, TN 37228
Off: (615) 259-3700 Fax: (615) 248-6545
tnliteracy@yahoo.com

Graceworks Ministries
Angela Good
104 SE Parkway/P.O. Box 438
Franklin, TN 37065
Off: (615) 794-9055 Fax: (615) 794-2174
agood@graceworksministries.net

West Tennessee

United Way of the Mid-South
Clint Anderson/Nancy Clayton
6775 Lenox Center Court, Ste. 200
Memphis, TN 38115
Off: (901) 433-4327/433-4342
Fax: (901) 433-3127/433-3142
clint.anderson@uwmidsouth.org
vista3@uwmidsouth.org

Other

Habitat for Humanity International –
TN
Ruth Ann Shaver
AmeriCorps*VISTA Manager TN, KY,
OH
P.O. Box 167827 Oregon, OH 43616-7827
Off: (800) 422-4828 ext. 4114
Fax: (419) 693-9592
RLeidorf@habitat.org

Habitat for Humanity International –
TN
Maureen O’Leary
2001 Rock Springs Road/P.O. Box 2226
Apopka, FL 32704-2226 cell: (321) 277-
1675
Off: (407) 880-8323 Fax: (407) 880-8918
moleary@habitat.org

Senior Corps Program Directors

East Tennessee

Sherry Black
Foster Grandparent Program
Bradley, Hamilton, McMinn Counties
501 W. 12th Street
Chattanooga, TN 37402
Phone: 423-757-5510
Fax: 423-757-5125
E-mail: black_sher_ry@mail.chattanooga.gov

Glenda Edgemon
Retired & Senior Volunteer Prog.
Bradley, McMinn, Meigs, Polk, Rhea
Counties
P. O. Box 25
Decatur, TN 37322
Phone: 423-334-4270
Fax: 423-334-8933
E-mail: tnrsvpse@bellsouth.net

Roy Chalmers
Foster Grandparent Program
Montgomery County
350 Pageant Lane, Suite 307
Clarksville, TN 37040
Phone: 931-648-5774 #111
Fax: 931-648-5797
E-mail: rchalmer@midssouth.net

Becky Hare
Retired & Senior Volunteer Prog.
Knoxville-Knox Co. Comm. Act. Comm.
(CAC)
Knox County
Box 51650, 2247 Western Avenue
Knoxville, TN 37950-1650
Phone: 865-524-2786
Fax: 865-546-0832
E-mail: becky.hare@knoxcac.org

Kevin Whalen/Kathy Myers
Foster Grandparent Program
of East Tennessee
C/o Greene Valley Developmental Center
Cocke, Grainger, Greene, Hamblen,
Hancock, Jefferson, Sullivan, Washington
Counties
P. O. Box 910
4850 E. Andrew Johnson Hwy.
Greenville, TN 37744-0910
423-639-8462
FAX: 423-639-1599

Ruth Phillips
Retired & Senior Volunteer Prog.
Carter, Greene, Hancock, Hawkins,
Johnson, Sullivan, Unicoi, Washington
Counties
P. O. Box 46
Kingsport, TN 37662
Phone: 423-246-6180 Ext. 3750
Fax: 423-246-5682
E-mail: RuthP@uethda.org

Dianne Rauhuff
Senior Companion Program
CAC
Knox County
P. O. Box 51650
Knoxville, TN 37950-1650
Phone: 865-524-2786
Fax: 865-546-0832
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Carolyn M. Walls
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CAC
Knox, Blount Counties
Box 51650
2247 Western Avenue
Knoxville, TN 37950-1650
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Fax: 865-546-0832
E-mail: cwalls@knxcac.org

Senior Corps Program Directors

Middle Tennessee

Penny Gammons
Foster Grandparent Program
Senior Citizens, Inc.
Davidson County
174 Rains Avenue
Nashville, TN 37203
Phone: 615-743-3420
Fax: 615-743-3480
E-mail: pgammons@scitn.org

Bobbie Cox
Foster Grandparent Program
Bedford, Coffee, Franklin, Giles, Hickman,
Lawrence, Lincoln, Lewis, Marshall, Maury,
Moore, Perry, Wayne Counties
606 Lee Avenue
Fayetteville, TN 37334
Phone: 931-433-7182 or 7183
Fax: 931-438-0074
E-mail: fgpschra@hotmail.com

Diane Frey
Retired & Senior Volunteer Prog.
Robertson, Cheatham, Dickson, Hickman
Counties
204 General Forrest Drive
Springfield, TN 37172
Phone: 615-384-3941
E-mail: dianefrey@bellsouth.net

Jackie Hamlin
Retired & Senior Volunteer Prog.
Bedford, Coffee, Franklin, Lincoln, Moore
Counties
P. O. Box 638
Fayetteville, TN 37334
1-800-221-2642 Ext. 130
E-mail: rsvpschra@hotmail.com

Retired & Senior Volunteer Prog.
Senior Citizens, Inc.
Davidson, Williamson Counties
174 Rains Avenue
Nashville, TN 37203
Phone: 615-743-3423
Fax: 615-743-3425
E-mail: lkush@scitn.org

Martha Sue Jones
Retired & Senior Volunteer Prog.
Cannon, DeKalb, Van Buren, Warren
Counties
P. O. Box 146
McMinnville, TN 37111
Phone: 931-473-5367
Fax: 931-473-5367
E-mail: rsvpsj@frontiernet.net

Patrick Clay-Joyner
Senior Companion Program
Senior Citizens, Inc.
Davidson County
174 Rains Avenue
Nashville, TN 37203
Phone: 615-743-3421
Fax: 615-743-3480
E-mail: pclayjoyner@scitn.org

Sandra Wilson
Retired & Senior Volunteer Prog.
Foster Grandparent Program
RSVP – Cumberland, Overton, Pickett,
Putnam, White Counties
FGP – Cumberland, Overton, Putnam,
White Counties
240 Carlen Drive
Cookeville, TN 38501
Phone & Fax: 931-528-6488
E-mail: fgprsvp@frontiernet.net

Senior Corps Program Directors

Middle Tennessee (cont.)

Deborah Wydra
Retired & Senior Volunteer Prog.
Montgomery County
350 Pageant Lane, Suite 307
Clarksville, TN 37040
Phone: 931-648-5774 Ext. 103
Fax: 931-648-5784
E-mail: dwydrarsvp2@hotmail.com

Tennie Yates
Senior Companion Program
Van Buren County
P. O. Box 3
Spencer TN 38585
Phone: 931-946-2407
Fax: 931-946-7970
E-mail: scompanion@blomand.net

West Tennessee

Carolyn Finley
Retired & Senior Volunteer Prog.
Dyer, Obion Counties
710 Hwy. 51 By-Pass W.
Dyersburg, TN 38024
Phone: 731-286-7829
Fax: 731-286-6886
E-mail: dcrsvp@co.dyer.tn.us

Ve Frey
Foster Grandparent Program
Fayette, Shelby Counties
868 N. Manassas
Memphis, TN 38107
Phone: 901-577-2509
Fax: 901-577-2506
E-mail: vfrey@poter-leath.org

Joanne Lowe
Retired & Senior Volunteer Prog.
Aging Commission of the Mid-South
Shelby County
2670 Union Ave., Extended
Suite 1000
Memphis, TN 38112
Phone: 901-324-6333
Fax: 901-327-0931
E-mail: jlowe@agingcommission.org

Elaine McDonald
Retired & Senior Volunteer Prog.
NWTHERA-DD
Benton, Carroll, Weakley Counties
P. O. Box 963
Martin, TN 38237
Phone: 731-587-4213
Fax: 731-587-9031
E-mail: emacdona1d2@frontiernet.net

Shirley Clark
Retired & Senior Volunteer Prog.
Hardin, Hardeman, McNairy Counties
408 Park Avenue
Adamsville, TN 38310
Phone & Fax: 731-632-0304
E-mail: rsvp@centurytel.net

Senior Corps Program Directors

West Tennessee (cont.)

Dennis Moy
Senior Companion Program
MIFA
Fayette, Lauderdale, Shelby, Tipton Counties
P. O. Box 3130
Memphis, TN 38173-0130
Phone: 901-527-0208
Fax: 901-527-3202
E-mail: dmoy@mifa.org

Brenda Smith
Foster Grandparent Program
SWHRA
Chester, Decatur, Hardin, Hardeman, Haywood, Henderson, Madison, McNairy Counties
P. O. Box 264
Henderson, TN 38340
Phone: 731-989-5111
Fax: 731-989-3095
E-mail: Brenda_Smith@yahoo.com

Leisa Scott
Retired & Senior Volunteer Prog.
SWHRA
Henderson County
P. O. Box 264
Henderson, TN 38340
Phone: 731-968-7548
Fax: 731-968-4559
E-mail: lscottnssc@yahoo.com

APPENDIX C:

Tennessee

Volunteer Centers

Volunteer Center Directors

Hands On Nashville

Brian Williams
209 10th Avenue South, Suite 318
Nashville, TN 37203
Phone: 615-298-1108
Fax: 615-298-2397
E-mail: Brian@hon.org
www.hon.org

Promise Volunteer Center – Tennessee Tech University

Marcia Borys
Phone: 931-526-2060
E-mail: borys@putnamco.org

United Way of Greater Chattanooga Volunteer Center

Sheila Moore
630 Market St.
Chattanooga, TN 37402
Phone: 423-752-0300
Fax: 423-752-0350
E-mail: sheilamoore@cnpchatt.org

United Way of Greater Knoxville Volunteer Center

Benjamin Landers
1301 Hannah Ave.
Knoxville, TN 37921
Phone: 865-523-9131
Fax: 865-522-7312
E-mail: landsb@unitedwayknox.org

United Way of Williamson County Volunteer Center

Ann Buchanan
209 Gothic Court, Suite 107
Franklin, TN 37067
Phone: 615-771-2312
E-mail: abuchanan@uwwc.org

Volunteer Center

Greenville/ Greene County

Mary Fitzpatrick
615 W. Main St., Suite 204
Greenville, TN 37745
Phone: 423-639-9341
Fax: 423-639-2299
E-mail: volctr@embargmail.com

Volunteer Mid-South

Mark W. Dean
3181 Poplar Avenue, Suite 325
Memphis, TN 38111
Phone: 901-523-7107
E-mail: mdean@volunteermidsouth.org

APPENDIX D:

Sample Correspondence/Local Recognition Forms

LETTER TO POTENTIAL VOLUNTEER RECOGNITION TEAM MEMBERS

Date

Name

Address

City/State/Zip

Dear [Name],

Volunteers play a critical role in the success of Tennessee communities across the state. Through nonprofit organizations, national service programs, faith-based organizations, and neighbor-helping-neighbor, outstanding volunteer service is part of our state heritage. In fact, the annual value of Tennessee volunteers is \$3.4 billion.

Within [your county] we witness the positive results of volunteerism daily. [Describe some changes made within your community, i.e. economic development, church assistance, poverty addressed. Use city/statewide statistics if you don't have countywide examples].

As the Volunteer State, we must continue to foster this sense of service and civic responsibility. In an effort to encourage more [county name] citizens to help improve our community through volunteerism, Volunteer Tennessee has instituted a statewide volunteer recognition program, the Governor's Volunteer Stars Awards. This initiative will honor one adult and one youth (up to age 25) in each county for his or her exemplary volunteer service.

While each award recipient will be recognized at the state level in March, it is also important to honor these outstanding volunteers within our local county communities. We need your help to develop a successful volunteer recognition program right here within [county name]. Your knowledge and expertise in [name of field/area, i.e. volunteer recruitment, education] will add tremendously to our local recognition team. Please join me on [date & time here] to further discuss how we will approach this initiative within [county name]. If you have any questions, please call XXX-XXXX. I look forward to working alongside you as we honor those who make a difference in our community and inspire others to get involved.

Sincerely,

[Name]

[County Name] Coordinator

Governor's Volunteer Stars Awards

LETTER TO POTENTIAL VOLUNTEER RECOGNITION TEAM MEMBERS

Date

Recipient Name

Address

City/State/Zip

Dear Mayor [name]:

In 2008, Volunteer Tennessee initiated the Governor's Volunteer Stars Awards, a recognition program designed to recognize the outstanding service of those who volunteer in various ways throughout their local Tennessee communities. This year, two award recipients in each county will be recognized once again in (include location and date once announced); however, we also believe it is equally important to recognize the exemplary efforts of these volunteers on a local level. On [DATE] we will celebrate our local Volunteer Stars by hosting a local volunteer recognition ceremony at _____. As we approach that date, we ask you to join us in supporting and encouraging the people you represent to commit to volunteer service.

Our goal in hosting this event is not only to recognize exceptional citizens, but it is also to illustrate the importance of civic participation and service to improve our communities. I hope you proclaim [DATE] to be Volunteer Day in [your county].

There are several opportunities for you as Mayor to inspire citizens of [your county] to reap the rewards that come from serving others:

1. Proclaim [DATE] [your county] Volunteer Day.
2. Personally participate in a volunteer event in [month of local recognition].
3. Encourage citizens through speeches and other media messages to engage in community service.

Enclosed you will find a sample proclamation. If you have any questions, please call XXX-XXXX. We would be honored to have your participation in our local Volunteer Star program and look forward to your response.

Sincerely,

[Name]

[County Name] Coordinator

Governor's Volunteer Stars Award

[County Name] Volunteer Day
[Sample local government proclamation]

WHEREAS, The Governor and Volunteer Tennessee have instituted a statewide volunteer recognition program to recognize outstanding volunteers in Tennessee; and

WHEREAS, Tennessee has a longtime legacy of service as the Volunteer State; and

WHEREAS, volunteerism strengthens communities, solves vital social concerns and enhances the overall quality of life for all citizens, including children, seniors, those who are disabled, impoverished, imprisoned, homeless, physically or mentally ill, or otherwise in need of assistance; and

WHEREAS, volunteers can connect with community service opportunities through community service and faith-based organizations like nonprofits, charities, schools and Volunteer Centers; and

WHEREAS, our state's volunteer force of up to 1.3 million people is a great treasure; and

WHEREAS, volunteers are vital to our future as a caring and productive nation;

NOW, THEREFORE, I, [NAME/TITLE] do hereby proclaim

[Date Here], 2014

As

[Your County] Volunteer Day

In [YOUR COUNTY], and urge my fellow citizens to promote the spirit volunteer of volunteerism; to observe the day with appropriate activities, programs and ceremonies supporting volunteerism; and to participate and engage others in volunteer activities now and for as long as they are able.

Signed this [DATE] day of [MONTH], 2014



Governor's Volunteer Stars Awards

2014

Nomination Scoring Sheet

Rank each nominee based solely on the information contained in the nomination packet.

Score each criteria listed from 1-10, with 1=low, 10 =high.

Nominee: _____ Judge: _____

Location of service: _____

Type of service performed: _____

CATEGORY	SCORE (1-10)
NEED: Nominee's service addresses a genuine community need.	
ACTION: Nominee was actively involved in the service and took initiative.	
INNOVATION: Nominee used creative methods to solve community problems	
IMPACT: The activity or service produced positive changes and provided an example to others.	
TOTAL	/40

COMMENTS (Provide any comments that may assist in determining your county's final youth and adult volunteer recognition award recipient):



Governor's Volunteer Stars Awards

2014

County Nomination Form

COMPLETE ALL FIELDS FOR NOMINATION TO BE CONSIDERED

I. Nominee Profile

Full/Legal Name of Nominee:

Daytime Phone:

Email Address:

Address:

City/State/Zip:

Date of Birth:

Organization/s Where Nominee Serves:

Organization Contact Name:

Organization Phone:

Email Address:

Please mark the appropriate box:

☐

Youth Volunteer (Under 25)

☐

Adult Volunteer



Governor's Volunteer Stars Awards

2014

II. Nominator Profile

Full/Legal Name of Nominator:

Daytime Phone:

Other Phone:

Address:

City/State/Zip:

Email Address:

Relationship to Nominee:

How did you hear about the County's Volunteer Awards?

☐ Newspaper ☐ website ☐ volunteer activity ☐ friend ☐ other _____



Governor's Volunteer Stars Awards

2014

III. Nomination Narrative (no more than 500 words, single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font).

The narrative must answer the following questions:

1. What makes the honoree an outstanding volunteer?
2. What agency(s) do they serve with? How long have they served with this agency?
3. What type of service do they perform?
4. How does their service impact their community?
5. What makes the honoree unique?

Please feel free to include additional photographs, pamphlets, or news clippings.

Nomination Form Page 3 of 4



Governor's Volunteer Stars Awards

2014

WHO IS ELIGIBLE?

- Any individual whose volunteer activities in Tennessee benefit the community or the State of Tennessee in a substantial, important, or unique way.
- Students receiving course credits are eligible, only if the volunteer service extends beyond course requirements. This must be clearly indicated in the nomination letter.
- National Service program participants (AmeriCorps, AmeriCorps*VISTA, RSVP, Foster Grandparents, Senior Companions, etc.) are encouraged to apply based on their volunteer involvement in their national service assignment.

WHO IS NOT ELIGIBLE?

- Individuals involved in “court mandated community service” or those serving as “loaned executives.”
- Persons who receive compensation for service rendered (except National Service participants noted above).

ADDITIONAL GUIDELINES

- Volunteers may be nominated by anyone or may nominate themselves.
- The nomination letter should specifically be formatted for the Governor's Volunteer Star Awards according to the judging criteria listed below. If it is written as a nomination for another award, it will not be given to the judges for consideration of this award.
- In the event that an individual is nominated multiple times, the review panel will consider only the first nomination form submitted.

JUDGING CRITERIA

- **Need:** Service addressed a specific need in the community (i.e. poverty).
- **Action:** The nominee was actively involved and took initiative.
- **Innovation:** The nominee used creative methods to solve community problems.
- **Impact:** The activity or service produced positive changes and provided an example to others.

APPENDIX E:

Media Relations

FOR IMMEDIATE RELEASE**CONTACT:****[County Coordinator Name]****[County Coordinator Phone]****[County Coordinator Email]****[YOUR COUNTY] TO HONOR VOLUNTEERS**

[YOUR CITY, TN—Date] — Nominations for the Sixth Annual Governor’s Volunteer Stars Awards are now being accepted within **[your county]**. The awards will celebrate the efforts of volunteers who strive to improve their communities through service.

[Quote here about volunteerism in TN from mayor or county coordinator.]

One youth and one adult volunteer will be selected in **[your county]** to receive this prestigious award. Nominees will be judged based on the community’s need of the volunteer service performed, initiative taken to perform the service, creativity used to solve a community problem and impact of the volunteer service on the community.

Nomination forms can be found in various local businesses throughout **[your county]**, including **[name some key places]**. They can also be accessed online at **[URL]** or by calling **[County Coordinator’s number]**. Applications must be received by **[date here]**.

[Quote here about importance of volunteerism.]

Recipients of the **[your county]** volunteer awards will be honored at the Governor’s Volunteer Stars Awards ceremony in Nashville on March 10, 2014.

For more information about nominations, call **[County Coordinator number here]**.

[Insert information about your volunteer recognition team/county coordinator.]

Volunteer Tennessee is coordinating the Governor’s Volunteer Stars Awards at the state level. Volunteer Tennessee is the 25 member bipartisan citizen board appointed by the Governor to oversee AmeriCorps and service-learning programs and to advance volunteerism and citizen service to solve community problems in the Volunteer State. For more information about Volunteer Tennessee and the Governor’s Volunteer Stars Awards, please visit www.volunteertennessee.net.

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FOR IMMEDIATE RELEASE

Day, Date, Year

MEDIA CONTACT:

[County Coordinator Name]

Telephone: XXX-XXX-XXXX

Cell: XXX-XXX-XXXX

E-mail: name@yourprovider.com

**[YOUR COUNTY] CELEBRATES COMMUNITY HEROES AT
VOLUNTEER RECOGNITION CEREMONY****OR****MAYOR [NAME] PROCLAIMS [DATE] TO BE [YOUR COUNTY] VOLUNTEER
DAY***Proclamation is a commemoration of the Sixth Annual Volunteer Stars awards...***WHAT:** [Your County] Volunteer Stars Celebration**WHEN:** DATE**WHO:** Your Name or Team Name**WHERE:** Address of the location where the proclamation will occur; provide driving directions if necessary**HOW:** Citizens throughout [Your County] will honor volunteers and promote volunteerism by awarding an adult and youth volunteer for their outstanding service**Or**

Mayor [Name] will honor volunteers and promote volunteerism by proclaiming [DATE] as [your county] volunteer day

WHY: Tennessee has a longtime legacy of service, named “The Volunteer State” almost 200 years ago. On [DATE], [Your County]’s goal is to honor volunteers and inspire others to make an impact within the community through volunteer service.**(Optional)** Volunteer honorees will be available for media interviews.For more information about the statewide volunteer recognition, visit:
www.volunteertennessee.net

FOR IMMEDIATE RELEASE**CONTACT:****[County Coordinator Name]****[County Coordinator Phone]****[County Coordinator Email]****YOUR COUNTY TO HONOR VOLUNTEERS**

[YOUR CITY, TN—Date] — **[Your County]** citizens will gather to recognize the efforts of volunteers who strive to improve the community during a **[Theme]** celebration on **[date here]**.

[Quote here about volunteerism in TN from mayor or county coordinator.]

In conjunction with the Sixth Annual Governor's Volunteer Stars awards, Tennessee's statewide volunteer recognition program, **[your event title]** will recognize **[adult honoree name]** and **[youth honoree name]**, volunteers who have displayed tremendous dedication to serving **[your county]**.

[Insert brief description of the youth and adult honorees here along with brief description of the service they provided that led to their selection as honorees.]

Nominees were judged based on the community's need of the volunteer service performed, initiative taken to perform the service, creativity used to solve a community problem and impact of the volunteer service on the community.

[Quote here about importance of improving community]

Recipients of the **[your county]** volunteer awards will not only be honored at **[name of your county event]** in **[month of your event]**, but will also be honored as Governor's Volunteer Stars. Each recipient will be invited to attend the Governor's Volunteer Stars Awards ceremony in Nashville on March 10, 2014.

Corporate and individual partners are also needed to help support **[your county's]** event. For more information on becoming a partner, call **[county coordinator number here]**.

Volunteer Tennessee is coordinating the Governor's Volunteer Stars Awards at the State level. Volunteer Tennessee is the 25 member bipartisan citizen board appointed by the Governor to oversee AmeriCorps and service-learning programs and to advance volunteerism and citizen service to solve community problems in the Volunteer State. For more information about Volunteer Tennessee and the Governor's Volunteer Stars Awards, please visit www.volunteertennessee.net.

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Date

Name

Title

Publication/Company/Station

Address

City/State/Zip

Dear [Name]:

[SAMPLE TEXT: To many, Susie Taylor's daily routine may not seem very unique. After a quick breakfast, she spends her day with her elderly neighbor, running errands, helping her write out bills, and ensuring that she has three healthy meals. But Susie Taylor is 77, and she exudes the spirit of volunteerism.

A member of Senior Corps' Senior Companion Program (SCP), a program sponsored by the Corporation for National and Community Service, Taylor reaches out to adults who need extra assistance to live independently in their own homes or communities. "I am so grateful for the opportunity, especially at my age, to feel like I can still help somebody else," says Taylor. "There's nothing quite like feeling as though you've made a difference."

On [DATE], [your county] will honor [adult honoree name] and [youth honoree name], volunteers who provide exemplary volunteer service within the [your county] community. This celebration will illustrate the importance of civic participation and service to improve overall community norms. Both the adult and youth volunteer recognized at the celebration will also be honored as Governor's Volunteer Stars in March.

We have a great event to talk about and would welcome the opportunity to share the details of this volunteer recognition event with your viewers [or readers or listeners, in the case of publication and radio]. Area corporations, not-for-profit organizations, civic organizations, and the volunteer recognition team have been working diligently to make sure Tennessee continues its legacy as the Volunteer State.

We hope you'll participate in our celebration and share the information with your viewers [or readers or listeners, in the case of publication and radio]. Our desire is for people to see this event and be motivated to volunteer in their communities, whether through faith-based organizations, national service programs, schools, or simply as neighbors-helping-neighbors.

In the next few days, we will call you to determine your interest in covering this event or speaking with volunteer recognition honorees.

Thank you for taking the time to review the enclosed materials. If you have questions or need additional information, please call me at [county coordinator phone number].

Sincerely,

County Coordinator Name

APPENDIX F:

Logos & Graphics



APPENDIX G:

Statewide Volunteer Recognition Forms



Governor's Volunteer Stars Awards

2014

Nominee Information Checklist for GVSA

Please send the following information by Tuesday, December 2, 2014

- Complete nominee profiles
 - ___ Adult nominee
 - ___ Youth nominee
- Brief biographies (500 words or less) answering the questions below ***
 - ___ Adult nominee
 - ___ Youth nominee
- One "service in action" photo to be used in GVSA publications
 - ___ Adult nominee
 - ___ Youth nominee
- Head shot to be used in GVSA publications
 - ___ Adult nominee
 - ___ Youth nominee

Note: To make the editing and compiling process for the ceremony run smoothly on our end, we ask that you send all the items on the checklist **-via email- and in the following formats**

- Biographies in .doc or .docx
- Nominee photos in (jpeg) format and 3MP x 5MP

6. What makes the honoree an outstanding volunteer?
7. What agency(s) do they serve with? How long have they served with this agency?
8. What type of service do they perform?
9. How does their service impact their community?
10. What makes the honoree unique?

An editable version of the forms can be found on the next two pages or at www.volunteertennessee.net. Submit your forms to volunteer.tennessee@tn.gov by **December 2, 2014**. If you have any questions feel free to contact Volunteer Tennessee via email.



Governor's Volunteer Stars Awards

2014

County Award Recipient Form - Adult

Adult Honoree

Please provide a brief biography of your county's adult award recipient answering the following questions in 500 words or less:

1. What make the honoree an outstanding volunteer?
2. What agency(s) do they serve with? How long have they served with this agency?
3. What type of service do they perform?
4. How does their service impact their community?
5. What makes the honoree unique?

Adult Award Recipient Information

Name: _____

Address _____

City _____ ZIP _____

Home Phone _____ Work Phone _____

Email _____

Volunteer Service Performed: _____

Does the service performed address low-income issues? (Check one) Yes ____ No ____

County Information

County Name: _____

County Mayor: _____

County Coordinator: _____

County Coordinator Contact Information:

Address _____

City _____ ZIP _____

Home Phone _____ Work Phone _____

Email _____



Governor's Volunteer Stars Awards

2014

Nominator Information

Nominator Contact Information:

Name _____ Phone _____

Address _____

City _____ ZIP _____

Email _____

You may also attach the "Nominator Profile" Sheet from Appendix D in lieu of filling out the Nominator information here.

*Return completed form above in Microsoft word format and one digital headshot to volunteer.tennessee@tn.gov by **December 2, 2014**, to ensure that your county nominee's profile is included in the official event program. Photos should be either a .jpeg, or .tif picture file.*

Recipient Form – Adult Page 2 of 2



Governor's Volunteer Stars Awards

2014

County Award Recipient Form - Youth

Youth Honoree

Please provide a brief biography of your county's youth award recipient answering the following questions in 500 words or less:

1. What make the honoree an outstanding volunteer?
2. What agency(s) do they serve with? How long have they served with this agency?
3. What type of service do they perform?
4. How does their service impact their community?
5. What makes the honoree unique?

Youth Award Recipient Information

Name: _____ Age: _____

Address _____

City _____ ZIP _____

Home Phone _____ Work Phone _____

Email _____

Volunteer Service Performed: _____

Does the volunteer's service address poverty-related issues? (Check one) Yes ___ No ___

County Information

County Name: _____

County Mayor: _____

County Coordinator: _____

County Coordinator Contact Information:

Address _____

City _____ ZIP _____

Home Phone _____ Work Phone _____

Email _____



Governor's Volunteer Stars Awards

2014

Nominator Information

Nominator Contact Information:

Name _____ Phone _____

Address _____

City _____ ZIP _____

Email _____

You may also attach the "Nominator Profile" Sheet from Appendix D in lieu of filling out the Nominator information here.

*Return completed form above in Microsoft word format and one digital headshot to volunteer.tennessee@tn.gov by **December 2, 2014**, to ensure that your county nominee's profile is included in the official event program. Photos should be either a .jpeg, or .tif picture file.*

Recipient Form – Youth Page 2 of 2

APPENDIX H:

Statewide Volunteer Recognition Coordinator Contact Information

STATEWIDE VOLUNTEER RECOGNITION COORDINATOR CONTACT INFORMATION

Volunteer Tennessee
William R. Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue, 18th Floor
Nashville, TN 37243-1102
Phone: (615) 253-8585
Fax: (615) 532-6950
volunteer.tennessee@tn.gov

